



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** 77772 - Interagency Coordination Officer - IC CAE Project Coordinator - GS-13

**Salary Range:** \$81,548 - \$126,062 (not applicable for detailees)

**Vacancy Open Period:** 2/1/2019 – 2/22/2019

**Position Type:** Cadre, Detailee \*\*\***MULTIPLE POSITIONS**\*\*\*

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** CHCO/ROO

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-13 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.



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- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

**\*\*\*\*\*MULTIPLE POSITIONS\*\*\*\*\***

## Component Mission

The Office of the Chief Human Capital Officer (CHCO) supports the Office of the Director of National Intelligence by establishing and overseeing the implementation of the full range of Human Capital programs, processes, and policies. The CHCO has established the Strategic Human Capital Plan for the Intelligence Community (IC) that deals directly with talent, performance, and leadership to attract, engage, and unify an innovative and results-focused workforce in support of the National Intelligence Strategy—and ultimately the security of our nation. Following the IC Strategic HC Plan, the Office of the CHCO develops and implements policies, practices, and processes that leverage commonality across the IC and maximizes the strengths of individual agencies.

## Major Duties and Responsibilities (MDRs)

- Liaising with IC elements to de-conflict schedules for IC CAE school events which might include colloquiums, career days, speaker series, panels, and visits to IC elements.
- Implementing IC CAE plans by coordinating and integrating competing requirements and priorities of multiple stakeholders; plan and participate in interagency and program meetings.
- Coordinating and planning outreach activities within and beyond the IC.
- Assigning IC CAE-related action items to Intelligence Community (IC) elements, log and track task status, negotiate extensions to deadlines, anticipate impediments to successful and timely task execution, and report task status to senior management.
- Tracking and managing IC CAE school grant expenditures.
- Preparing incoming and outgoing communication materials.
- Creating a quarterly IC CAE newsletter.
- Travelling to and liaising with mostly local IC CAE schools but also to IC CAE schools across the United States.
- Coordinating interagency and IC CAE collaboration on activities, programs and objectives; help evaluate and assess these efforts to ensure their success.
- Promoting and sharing formal analyses of the strengths and weaknesses of IC CAE that require resolving critical problems or developing new concepts and methodologies impacting program success.
- Developing and continually expanding personal expertise in facilitating the cooperation and effective coordination between the IC and IC CAE participating institutions.

## Mandatory and Educational Requirements



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- You have dabbled in understanding the mission, charter, roles and responsibilities of the various IC elements and use that knowledge as a backdrop to your everyday responsibilities.
- You have a solid understanding of the intelligence cycle and disciplines and how they are applied to solve problems.
- You like helping people. You get a kick out of getting people to those aha! moments. You are patient, level-headed, and cool under pressure. Teaching someone something new makes you feel like you have contributed to the mission.
- You communicate clearly. You write well. You speak eloquently. You can explain just about anything to anyone, and you're comfortable communicating in writing and on the phone.
- You enjoy identifying efficiencies where appropriate and to collaborate with your team to achieve consensus.
- You think on your feet. You like learning new things, and you can learn quickly. When things change, you know how to roll with the punches.
- You pay attention to details and successfully manage multiple priorities by being able to think on your feet. As far as you are concerned, anything worth doing is worth doing right.
- You are motivated and driven. You volunteer for new challenges without waiting to be asked. You're going to take ownership of the time you spend with us and truly make a difference by proactively making key contributions to group efforts.
- You enjoy solving problems. You love taking on difficult challenges and finding creative solutions. You don't get flustered easily. If you don't know the answer, you'll dig until you find it.
- You enjoy working both independently with little direction and within a team to advance the team's goals.
- You thrive on organizing complex projects and tracking every aspect.
- You enjoy traveling to various parts of the United States to interact with IC CAE schools and help assess the progress of their programs. Experience: On average, seven years of progressively responsible experience in the IC with thorough knowledge of IC integration practices and experience leading strategic planning and implementation.
- Education: Bachelor's degree or seven years IC-experience demonstrating ability to learn new concepts and apply knowledge to create positive impact.

## Key Requirements and How To Apply

### Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team\\_B\\_WMA@dni.ic.gov](mailto:Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (Daniel J.), [mitchsl@cia.ic.gov](mailto:mitchsl@cia.ic.gov) (Stephanie M.) and [perryad@dni.ic.gov](mailto:perryad@dni.ic.gov) (Adriane P.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.



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Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **Current Federal Employees Applying for a Detail Assignment:**

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either [DNI-MSD-HR-RR-Team B WMA@dni.ic.gov](#) (classified email system) or [Recruitment TeamB@dni.gov](#) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both [joswida@dni.ic.gov](#) (Daniel J.), [mitchsl@cia.ic.gov](#) (Stephanie M.) and [perryad@dni.ic.gov](#) (Adriane P.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 301-243-1318.



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## What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 301-243-1318; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov)

## Other Information

For Joint Duty, paste this entire section into the **Other Comments** section

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI\_COO\_TM\_EEOD\_RA\_WMA@cia.ic.gov, by unclassified email at DNI-EEOD\_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**

**\*\*\*\*\*MULTIPLE POSITIONS\*\*\*\*\***